



NATIONAL SECURITY FORUM

Alumni Outreach Program

25 – 29 September 2011

REGISTRATION

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013 and 44 USC 3101. **PRINCIPLE PURPOSE:** To establish an accurate list of National Security Forum (NSF) Alumni attending the NSF Alumni Outreach Program at Colorado Springs, CO. **ROUTINE USE:** The data requested will provide Colorado Springs, CO personnel require information to enter the base and to collect credit card information to pay the registration fee. Financial information will likewise be controlled and disposed of using a fine mesh shredder after clearing the appropriate financial institution. **DISCLOSURE:** Voluntary. However, failure to provide the requested information may result in cancellation of your registration.

1. INFORMATION FOR BASE ACCESS. We will need your full name, as it appears on your driver's license, and your driver's license number and state. If your spouse is attending, please complete their information below yours. PLEASE INCLUDE GO-BY NAMES in your information

NAME: _____

DRIVER'S LICENSE NUMBER/STATE: _____

SPOUSE'S NAME: _____

DRIVER'S LICENSE NUMBER/STATE: _____

Social Security Number (for base access): _____

2. REGISTRATION FEE/MEALS. Your registration fee will be \$175 per person (see paragraph 7 below for payment instructions) covers the following: Ice-Breaker (heavy hors d'hourves) on the evening of 25 September; the continental breakfast, drinks, snacks, lunch and dinner on 26, 27, 28 September. Since 29 September is a travel day (no events scheduled) and departure times will vary, you will be responsible for your meals that day. NOTE: This is an estimate and we hope to reduce this cost.

3. LODGING INFORMATION. On-base lodging will be provided for you at an approximate cost of \$50 per night. We will make your reservations and upon check-in, you may pay by

check, cash or credit card (only VISA or MASTER CARD). If you wish, we can forward your credit card information to lodging to hold your reservation...please see paragraph 7 below. Please note the basic room rate does not include phone charges nor items used from the in-room sundry supply. Please indicate the dates you need lodging OR N/A if you will be commuting:

Check-in date: _____ Checkout date: _____

4. TRAVEL PLANS: Base maps will be provided with your invitational orders in our next update. If you are flying into Colorado Springs and do not plan to rent a vehicle, please complete the commercial airline section and we will provide transportation to/from the airport. If you are flying into Colorado Springs and plan to rent a vehicle, please complete the automobile section. Please check as appropriate:

_____ **Automobile.** If driving to Colorado Springs, please complete provide the requested information.

Date of Arrival: _____ Estimated Arrival Time: _____

_____ **Commercial Air.** If arriving at or departing from the Colorado Springs Airport and you need transportation to/from Peterson AFB, please fill out the information below.

NOTE: If you are flying privately into Colorado Springs, Peterson AFB shares the runway with the commercial airport.

Arrival Information:

Airline: _____ Flight #: _____

Date: _____ Time: _____

Departure Information:

Airline: _____ Flight #: _____

Date: _____ Time: _____

5. SPECIAL NEEDS. (i.e. wheelchairs, allergies, dietary, etc.)

6. PHOTOGRAPH. Upon arrival, your welcome package will include an attendee list. I would like to add your photograph (either head or head/shoulders) to facilitate getting to know each other. Please send me an e-mail (to awc.nsf.workflow@maxwell.af.mil or duane.gunn@maxwell.af.mil) with your photograph attached.

7. PAYMENT FORM. The registration fee is \$175 per person. Also, if you are paying with a credit card and wish hold your lodging reservation with the same card, please circle yes below.

Forms of Payment.

1. **Personal Check.** Make the check payable to National Security Forum or NSF. Please complete form and mail it with your check to the following address:

AWC/SP
ATTN: Lt Col Duane Gunn
325 Chennault Circle
Maxwell AFB AL 36112-6427

2. **Credit Cards.** We can accept only VISA or MASTERCARD. Please complete the items below. You may send this form to us one of three ways:

- a. Scan the page and save it, then send as an attachment to an e-mail addressed to awc.nsf.workflow@maxwell.af.mil or duane.gunn@maxwell.af.mil; or
- b. Fax this form to (334) 953-2336; or
- c. Mail this form to the address above.

Credit Card Type: (please circle one)

Visa

MasterCard

Name on Card (print neatly): _____

Credit Card Number																	
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3-digit security code on the back of the card _____

Amount to be charged: \$_____ (Will be processed upon receipt)

Expiration Date: _____ **Signature for File:** _____

Would you like to use this credit card for lodging (please circle one)? **Yes** **No**

If yes, we will forward your credit card information to lodging, however, it will not be charged until you check-in.

Cancellations. If you must cancel your registration, we will either credit your registration fee to your credit card or mail you a check. Unfortunately, we will not be able to provide any refunds after 15 September 2011 when headcounts for meals are due.